

# MyTax.DC.gov User Guide: How to Submit a Payment

This step-by-step guide will assist taxpayers on how to submit payments at [MyTax.DC.gov](https://mytax.dc.gov). Note: The steps in this guide are applicable for both individual income and business payments.



Log In

Forgot username or password?

New user?  
[Sign-up for MyTax.DC.gov](#)

Can't find what you're looking for? Enter keywords here to filter.



### Business

- I want to...
- > Register a New Business - Form FR-500
  - > Register a Special Event - Form FR-500B
  - > Request a Certificate of Clean Hands



### Individual

- I want to...
- > Check the Status of My Refund
  - > Learn More About DC Freefile/Fillable Forms
  - > Respond to Verification Letter
  - > View Tax Forms



### Real Property

- I want to...
- > Make a Real Property Payment
  - > Search Real Property by Address or SSL
  - > View More Options



### Clean Hands

- I want to...
- > Request a Certificate of Clean Hands
  - > Validate a Certificate of Clean Hands
  - > Learn More About Certificate of Clean Hands



### Forms

- I want to...
- > Submit an Extension
  - > View/Retrieve Current Year Tax Forms
  - > View/Retrieve Prior Year Tax Forms
  - > View MeF Information



### Quick Links

- I want to...
- > Submit a Customer Service Survey
  - > View FAQs
  - > View Tutorials
  - > Contact OTR



### Quick Payments

- I want to...
- > Pay with Credit/Debit Card



### Resources

- I want to...
- > Go to OTR Homepage



### Submissions

- I want to...
- > Retrieve a Saved Submission or Previously Filed Return
  - > Submit Requested Documentation
  - > Submit VDA



### Tax Law and Guidance

- I want to...
- > View Private Letter Rulings
  - > View DC Tax Code
  - > View Tax Guidance Issued by OTR
  - > View Notices



### Taxpayer Advocate

- I want to...
- > View Taxpayer Bill of Rights
  - > Request Assistance
  - > En Español



### More...

- I want to...
- > File Form FR-329 - Consumer Use Tax Return
  - > Request Government Exemption
  - > Request Residential Parking Exemption
  - > Search for Certificate/License Exemptions

# MyTax.DC.gov User Guide: Make a Payment by ACH Debit (Automatic Bank Withdrawal)

TEST, SPOUSE

00002-36640  
1101 4TH ST SW  
WASHINGTON DC 20024-4457

Welcome, TEST TEST

You last logged in on Thursday, Oct 1, 2020 2:58:36 PM

[Manage My Profile](#)

[Accountant Center](#)

2

[Summary](#) [Action Center](#) [Settings](#) [More...](#)

## Individual Income Tax

TEST, SPOUSE  
1101 4TH ST SW  
WASHINGTON DC 20024-4457  
[Action Center Items](#)

### Account

100-000055011

Balance

\$5,863.00

2a

[Make a Payment](#)

[Returns](#)

[View Other Options...](#)

1. From the [MyTax.DC.gov](#) homepage, log in using your **Username** and **Password**.
2. In the user profile, under **Summary**, locate the tax account where you would like to make a payment.
  - a. Click the **“Make a Payment”** hyperlink

Payment  
Individual Income Tax  
100-000055011  
TEST, SPOUSE

Payment

3

**Payment Method**

Option

Choose
New

Type

Direct Debit - US Bank ▼

Bank Account Type

Checking
Savings

Routing Number

2724714B3

Bank Name

HORIZON BANK, AN INDIANA BANK

Account Number \*

*Required*

Confirm Account Number \*

*Required*

Save this payment method for future use

No
Yes

3b

**Payment**

Payment Type

Return Payment ▼

Amount intended to pay off a return that has been filed.

Tax Period Ending

31-Dec-2020 ▼

Payment Date

01-Oct-2020 📅

Amount

\$5,863.00

Confirm Amount \*

*Required*

3c

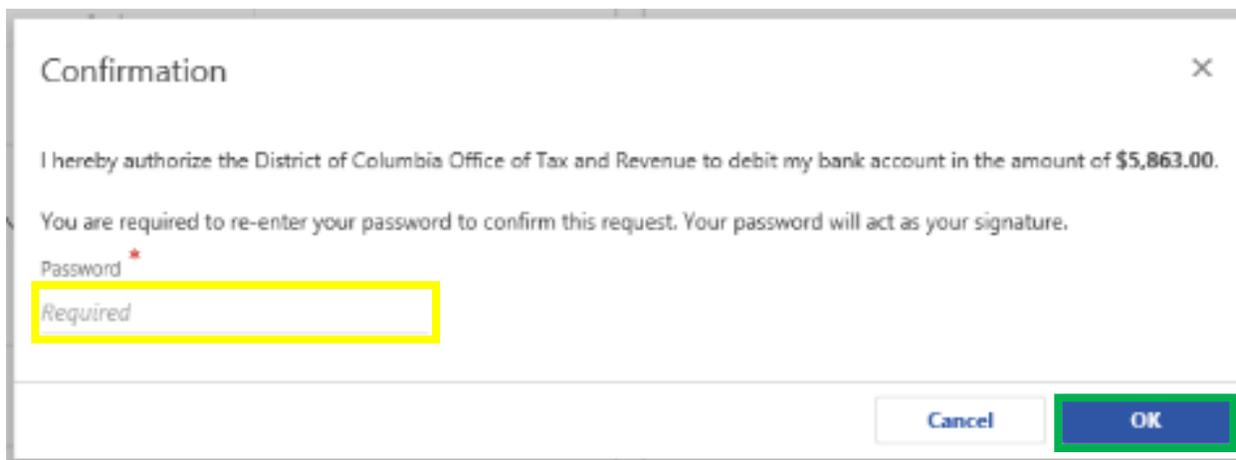
Note: Credit card payments will incur an additional 2.5% service fee, charged by the processor. There is no service fee for Direct Debit payments.

3d

Pay by Credit Card
Cancel
Submit

3. Enter your bank account information into the **Payment Method** section including **Bank Account Type, Routing Number, and Account Number**. Confirm your **Account Number**.
  - a. If you would like MyTax.DC.gov to store your bank account information, click **Yes** beneath **Save this payment for future use**. For this example, we selected No.
  - b. In the **Payment** section, choose a **Payment Type** from the drop-down menu and **Payment Date**. In this example we have chosen Return Payment.
  - c. Selecting a Payment Type will prompt you to select your **Tax Period Ending**. Choose from the options available in the drop-down menu. We have selected December 31, 2020 as the Tax Period Ending in this example.
 

**Note:** When paying with ACH Debit (automatic bank withdrawal), you can choose a future payment date up to one year from the date you authorized your payment on our system. Enter the **Amount** of your payment and **Confirm** that amount.
  - d. Click **Submit**.



A screenshot of a 'Confirmation' dialog box. The title bar says 'Confirmation' with a close button (X) on the right. The main text reads: 'I hereby authorize the District of Columbia Office of Tax and Revenue to debit my bank account in the amount of \$5,863.00. You are required to re-enter your password to confirm this request. Your password will act as your signature.' Below this is a 'Password' label with a red asterisk. A yellow rectangular box highlights the input field, which contains the text 'Required'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a green border.

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4. In the **Confirmation** pop-up window, enter your email address, confirm your email, and click OK. Your email address will act as your signature.

### Confirmation

Please review the payment request information below for your payment to the District of Columbia Office of Tax and Revenue. Please print a copy for your records.

Your payment request confirmation number is **0-000-048-205**. Please retain your confirmation number for future reference.

Tax Type: Individual Income Tax 100-000055011

TEST, SPOUSE

12/31/2020

Paid From: HORIZON BANK, AN INDIANA BANK \*\*\*\*2222

Payment Amount: \$5,863.00

Payment Date: 01-Oct-2020

Submitted Date: 01-Oct-2020

This is only the payment request. Please review your bank statement to confirm that this transaction was successful.

**OOPS?** If you want to make a change, it is not too late. While a payment is still pending, you can return to your account, cancel the payment, and make a new one.

Payments pending in MyTax.DC.gov can be cancelled before 7pm Eastern Standard Time of the payment date entered. Payments that have a status of *In Process* or *Completed* cannot be cancelled.

Contact Us:

(202) 759-1946

[e-services.otr@dc.gov](mailto:e-services.otr@dc.gov)

Printable View

OK

5

5. A **Confirmation** page displays. To obtain a printed copy of this page, click **Printable View**. Otherwise, click **OK**.

# Make a Payment by Credit/Debit Card



Username

Password

**Log In**

Forgot username or password?

New user?

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### Taxpayer Advocate

I want to...

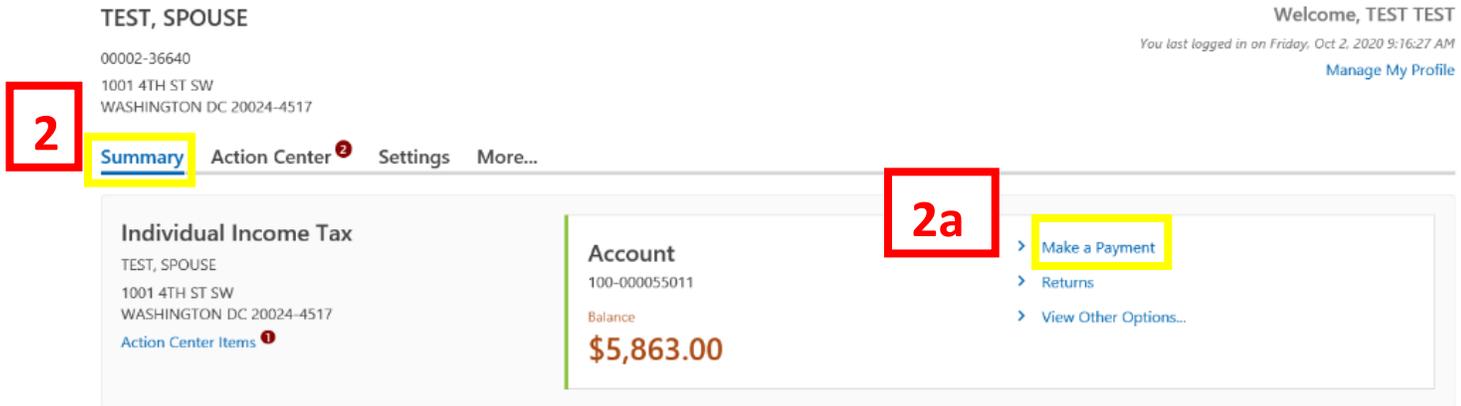
- > View Taxpayer Bill of Rights
- > Request Assistance
- > En Español

### More...

I want to...

- > File Form FR-329 - Consumer Use Tax Return
- > Request Government Exemption
- > Request Residential Parking Exemption
- > Search for Certificate/License Exemptions

# MyTax.DC.gov User Guide: Make a Payment by Credit Card



TEST, SPOUSE

00002-36640  
1001 4TH ST SW  
WASHINGTON DC 20024-4517

Welcome, TEST TEST  
You last logged in on Friday, Oct 2, 2020 9:16:27 AM  
[Manage My Profile](#)

**2** [Summary](#) Action Center **2** Settings More...

**Individual Income Tax**  
TEST, SPOUSE  
1001 4TH ST SW  
WASHINGTON DC 20024-4517  
[Action Center Items](#) **1**

**Account**  
100-000055011  
Balance  
**\$5,863.00**

**2a** [Make a Payment](#)  
[Returns](#)  
[View Other Options...](#)

1. From the [MyTax.DC.gov](https://mytax.dc.gov) homepage, log in using your **Username** and **Password**.
2. In the user profile, under **Summary**, locate the tax account where you would like to make a payment.
  - a. Click the **“Make a Payment”** hyperlink

3

### Payment

Individual Income Tax  
100-000055011  
TEST, SPOUSE

#### Payment

#### Payment Method

Type  
Direct Debit - US Bank

Bank Account Type  
 Checking  Savings

Routing Number  
*Required*

[Populate Routing Number](#)

Account Number  
*Required*

Confirm Account Number  
*Required*

Save this payment method for future use  
 No  Yes

#### Payment

Payment Type  
*Required*

Payment Date  
02-Oct-2020

Select Payment Amount  
 \$5,863.00 - Current Balance  
 Other Amount

Amount  
\$5,863.00

Confirm Amount  
*Required*

Note: Credit card payments will incur an additional 2.5% service fee, charged by the processor. There is no service fee for Direct Debit payments.

3a

3. The **Payment** page will appear.
  - a. Click **Pay by Credit Card** to begin processing your payment via credit/debit card.

4

### Credit Card Payment

Step 1 - Payment Details

#### Taxpayer Information

Customer Type  
Individual

First Name  
SPOUSE

Last Name  
TEST

ID Type  
SSN

ID  
\*\*\*-\*\*-2222

#### Tax Account & Payment Amount

Account Type  
Individual Income Tax

Tax Account ID

Payment Type  
Required

Tax Period End

Payment Amount  
\$5,863.00

Estimated Service Fee (2.5%)  
\$146.58

Estimated Total Payment  
\$6,009.58

Review the information entered, you cannot make changes after clicking "Next"

Previous
Next

4. Complete the **Taxpayer Information** section of the **Payment Details** page.
  - a. In the **Customer Type** field, use the drop-down list to select the type of customer (e.g. **Individual**).
  - b. Enter your **First Name** and **Last Name**.
  - c. In the **ID Type** field, use the drop-down list to select the ID Type, Social Security Number (SSN), Individual Tax Identification Number (ITIN) or Federal Employer Identification Number (FEIN).
  - d. Enter your ID (e.g. SSN)
  - e. Enter your complete **Billing Address**.
5. Complete the **Tax Account & Payment Amount** information.
  - f. In the **Account Type** field, use the drop-down list to select the type of account (e.g. **Individual Income Tax**).
  - g. If applicable, type the **Tax Account ID** (withholding and sales and use tax only).
  - h. Use the drop-down menu to select the **Payment Type**.
  - i. Use the drop-down menu to select the **Tax Period End**.
  - j. In the **Payment Amount** field, type the payment amount.
  - k. The **Estimated Service Fee (2.5%)** will automatically calculate the 2.5% service fee charged by the credit card processor.
  - l. The **Estimated Total Payment** field is the total of the payment amount and the service fee.
6. Click **Next**.

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**Credit Card Payment**

Step 1 - Payment Details    Step 2 - Submit Your Payment

**Submit Your Payment**

To finish submitting your payment, click the "Submit Payment" button below. Please disable any pop-up blockers.

You will be taken to the Kubra EZPay website to enter your credit / debit card details.

Please remember to verify that your Name, Tax Period End, and Payment Amount are correct.

**Submit Payment**

Powered by  
**KUBRA EZ-PAY™**

Previous

7. On the **Submit Your Payment** page, click **Submit Payment**. You will be redirected to Kubra EZ-Pay, where you will enter your credit card information.

☒ Biller-Logo Washington DC Tax and Revenue  
website

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**Payment Overview**

Total Payment	Due Date	How would you like to pay?
<b>\$5,863.00</b>	<b>Dec 31, 2020</b>	<b>8</b> <b>Debit / Credit Card</b> >
Name		
TEST		
AccNo	TotalDue	
24189	\$5,863.00	

[Back](#)

- On the **Payment Overview** page, click **Debit/Credit Card** located at the right of the screen.

Verify Details Pay Save

Biller-logo Washington DC Tax and Revenue website

### Enter Credit or Debit Card Information

Card Number  
Card Number

Card Holder Name  
TEST

What cards are supported  
KUBRA EZ-PAY supports the following cards

Mastercard VISA AMERICAN EXPRESS EZ-PAY Discover Card NYCE  
pulse STAR PREPAID

Back 9a Next

9. On the **Enter Debit/Credit Card Information** page, type your **Card Number** in the space provided. In the **Card Holder Name** field, type your name exactly as it appears on the credit/debit card.
  - a. Click **Next**.

Progress bar: Verify (checked), Details (checked), Pay (3), Save (4)

Billers-Logo Washington DC Tax and Revenue website

### Enter Credit Card Information

**10**

Security code  
Security code

Expiry  
10 / 2020

ZIP Code  
Enter zip code

Back

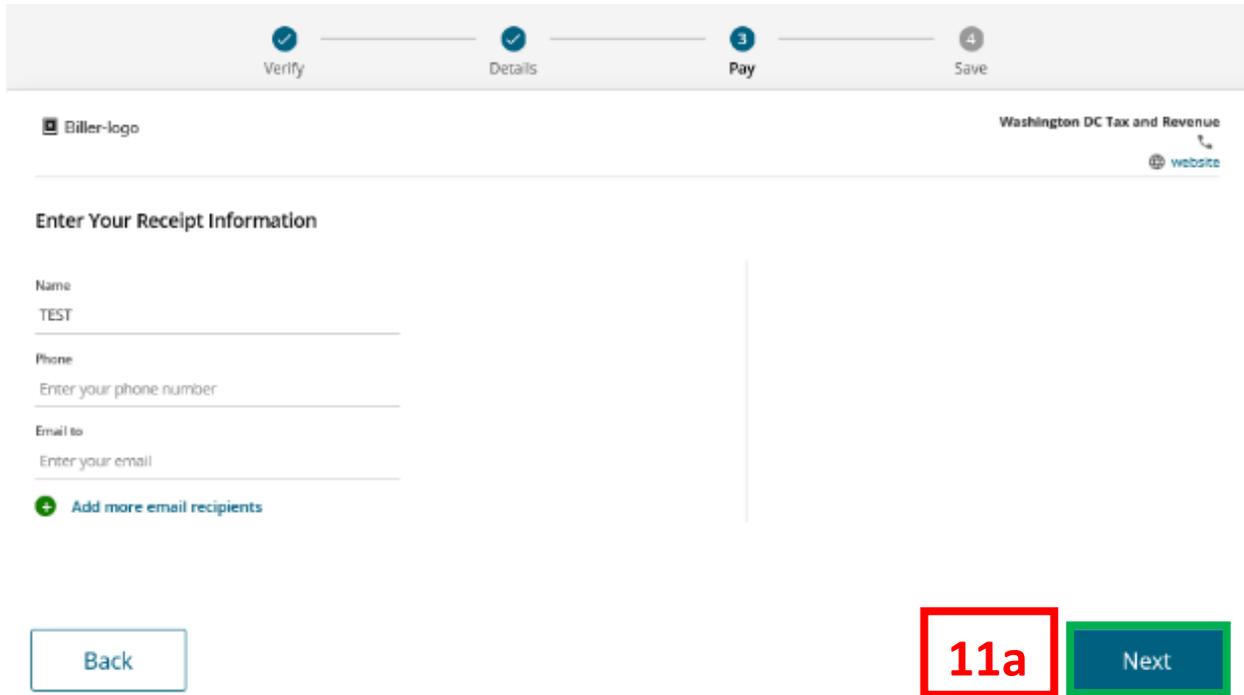
**10a** Next

#### Where do you find the Security Code

The credit card security code is usually found on the back of the card beside the signature box



10. Enter the **Security Code** from the back of the card. Use the drop-down menu to select the month and year of the **Expiration Date**. Type the **Zip Code** associated with your credit/debit card.
  - a. Click **Next**.



11. On the **Enter Your Receipt Information** page, type your **Name**, **Phone Number** and **Email address**. You may **Add More Recipients** by click the green “+” sign to add additional recipient’s email addresses (e.g. your bookkeeper or accountant).
  - a. Click **Next**.

✓ Verify — ✓ Details — **3 Pay** — 4 Save

Billor-Logo
Washington DC Tax and Revenue [website](#)

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### Review Your Payment Details

MyTax DC Conf. #	24189	Payment Method	VISA (4675)
Amount Due	\$5,863.00	Card Holder Name	TEST
Payment Amount	\$5,863.00	A receipt will be sent to	
Service Fee*	\$146.58	<small>*Please note while you will be paying your account with Washington DC Tax and Revenue, the full amount of the \$146.58 fee is passed to KUBRA as the provider of the service.</small>	
Payment Date	10/02/2020		
<b>Total Payment</b>	<b>\$6,009.58</b>		

By clicking Pay, I agree to the fee and the [Terms & Conditions](#).

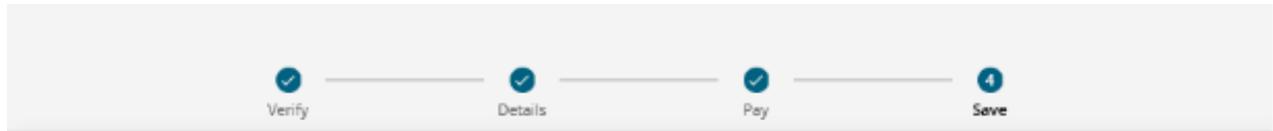
12a

Back

12b

Pay \$6,009.58

12. **Review Your Payment Details** to ensure your payment is correct.
  - a. If you need to review your payment, click the **Back** button.
  - b. If you don't need to make changes to your payment, click the **Pay** button.



Billor-Logo

Washington DC Tax and Revenue

website

13

✓ Your payment was successful

Your payment of \$6,009.58 has been processed.

13a

Print Receipt >

Done >

Feedback ↩

Account	Confirmation #	Details	Status	Amount
24189	tsr523	Processed successfully	✓ PAID	\$5863.00

- 13. The **Payment Confirmation** page will display.
  - a. If you wish to obtain a printed copy of your receipt, click **Print Receipt** located at the top-right hand corner of the page. Otherwise, click **Done** to return to your user profile. You can also click **Feedback** to provide comments.

## KUBRA EZ-PAY

14

 **Your payment processed successfully!**

Thank you for using KUBRA EZ-PAY to make a payment for Washington DC Tax and Revenue. Please save this email for your records.

**Bill:** Washington DC Tax and Revenue

**Account #:** 4\*\*\*\*6118

**You paid:** \$5863.00

**Service fee:** \$146.58

**Total paid:** \$6009.58

**Paid on:** 10/2/2020

**Status:** AUTHORIZED

**Confirmation #:** tst265

Take care,

KUBRA EZ-PAY

14. Check your email to review the confirmation of payment. Please save this email for your records.